

**Nelson Township**  
**To all Contractors working in Nelson Township**

All Contractors are required to register their license each year. This registration form should be **read, signed and returned.**

1. A copy of the contractor's license must accompany this registration.
2. Only registered licensed contractors can obtain permits.
3. Permits are required prior to commencement of work.
4. Permit is valid only when received and accepted by building department.
5. All contractors are responsible for requesting their inspections through Nelson Township Inspectors. **Building Inspector 616-754-0690**  
**Electrical Inspector 616-696-7741**  
**Mechanical & Plumbing Inspector 616-447-0878**
6. No work shall be covered or concealed without inspection and approval.
7. Proper street address obtained from the Kent County Road Commission must be on all permits and visual at all building sites.
8. Final inspection and Certificate of Occupancy is required for all projects before occupancy occurs.
9. Homeowner can obtain a Homeowner Permit for a single family dwelling in which he lives or is about to occupy for not less than one (1) year.
10. This registration may be revoked by Nelson Township if at any time code or ordinance violations are not corrected within 30 days.

License Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

1. Contractor's Business name: \_\_\_\_\_
2. Contractor's Business Address: \_\_\_\_\_
3. Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_
4. Contractor's License Number: \_\_\_\_\_
5. License Issued By: \_\_\_\_\_
6. License Expires: \_\_\_\_\_
7. Contact Person's Name: \_\_\_\_\_
8. Contact Person's Address: \_\_\_\_\_

Township Registration Number: \_\_\_\_\_

Please remit \$3.00 for registration fee to:

Nelson Township Building Department  
2 Maple Street PO Box 109  
Sand Lake, MI 49343